

Frequently Asked Questions: Enrollment, Eligibility, Fees

Updated October 2009

1. What's included in LiLI Unlimited?

There are several aspects to the LiLI Unlimited program:

LiLI Unlimited catalog: A union catalog with holdings from Idaho libraries that is searchable using the OCLC FirstSearch search interface. Searches may be limited to pre-defined sub-groups of libraries (i.e. grouped by region or by type of library) and expanded to search the entire WorldCat database. The group catalog is available to any Idaho resident via the Internet, and it contains links to local library catalogs for call number, location, and item availability information. All Idaho libraries will be able to access the catalog with their own authorization and password at no charge to the library.

LiLI Unlimited Resource Sharing: The resource sharing portion of the project includes unlimited cataloging using any of OCLC's cataloging services (CatExpress, Connexion, PromptCat, and Batchloading). In addition, a participating library will have access to unlimited use of the OCLC Interlibrary Loan. Unlimited ILL also includes serials union listing and OCLC's ILL Fee Management. Idaho libraries that choose to participate in resource sharing activities using the LiLI Unlimited online cataloging and ILL tools will need to enroll. Costs for LiLI Unlimited Resource Sharing access can be found at <http://libraries.idaho.gov/files/Fee%20Schedule.pdf>.

2. Why would I need to enroll in LiLI Unlimited Resource Sharing if I have free access to WorldCat through FirstSearch?

The access to the database through FirstSearch will allow a user to search for an item and determine its location, but it does not provide MARC records, nor does it provide access to the online ILL tool used for requesting and loaning library materials. Cataloging and ILL access are available at a low, flat-rate fee by enrolling in LiLI Unlimited Resource Sharing.

4. Is my library eligible?

Any library in Idaho can participate in LiLI Unlimited resource sharing activities provided they meet the basic [eligibility requirements](#).

5. When can I enroll?

Open enrollment takes place each Spring. Invitations for enrollment are distributed in March by mailing to eligible libraries and posted on the ICFL website. The deadline to enroll is usually in May. After the Participation Agreement Form is received by ICFL staff, it will be processed and accounts created. Your services will officially begin on July 1st.

6. What if I don't enroll now, but change my mind later?

An open enrollment period is offered each year, with services to begin July 1st following the enrollment. Notice of open enrollment will be announced statewide to offer the opportunity to all libraries.

7. If my library does not enroll, can we still use the statewide catalog?

All Idaho libraries and all Idaho citizens will have access to the LiLI Unlimited catalog at no cost to them. The catalog will allow users to search for materials found in libraries all over Idaho and even worldwide. Libraries choosing not to participate in the resource sharing activities may a FirstSearch account to access the catalog ONLY by emailing gina.persichini@libraries.idaho.gov.

Libraries must enroll in the resource sharing services for access to Interlibrary Loan and cataloging functions.

8. Who should sign the Resource Sharing Services Participant Agreement?

The library director must sign the agreement. It is also necessary to have signature from the person with the authority to obligate funds on behalf of the library: board chair, school district superintendent, etc.

9. What happens after I send the Participant Agreement to the Commission for Libraries?

After the agreement is received by the Idaho Commission for Libraries, OCLC staff will create authorizations for cataloging, ILL, and FirstSearch(WorldCat) for the library. The Commission for Libraries will provide you with your login information by mail.

10. How much will my library pay?

Fees were developed using two cost schedules:

Full-cataloging libraries (libraries that contribute original records to OCLC online) pay fees based upon their cataloging activity during a sample 12-month period.

Copy-cataloging libraries (libraries that catalog online, but do not contribute original cataloging records) have fees based upon either FTE employees or student enrollment. The fee schedule for copy-cataloging libraries is posted online at <http://libraries.idaho.gov/page/lili-unlimited>.

11. How were the fees for copy-catalogers determined?

Fees for copy-cataloging libraries were determined with input from the LiLI Unlimited Ad Hoc Advisory Committee and the LiLI Steering Committee. The ad hoc committee determined the criteria upon which fees would be based: student enrollment for K-12 schools and full time equivalent employees for all other copy-cataloging libraries.

The cost-sharing formula was reevaluated in Fall 2006. Changes to the fee schedule are posted at <http://libraries.idaho.gov/page/lili-unlimited>. Libraries already participating at that time were notified by mail of the changes.

12. Are volunteers counted in determining FTE employees?

No. The number of FTE employees does not include volunteer hours. The definition of FTE employees is the same as that used for reporting Idaho's annual public library statistics. One FTE is defined as equal to one paid employee working 40 hours per week. If an employee works anything less than 40 hours per week, then that employee is working at some fraction of one FTE.

13. Will I pay the Idaho Commission for Libraries or OCLC?

Libraries will be billed by OCLC and payment will go directly to OCLC.

14. What happens if my library decides not to participate any longer?

Should your library choose to cease participation in LiLI Unlimited resource sharing services, a simple, written notification should be sent to the Idaho Commission for Libraries to be received no later than April 31st. This date may vary from year to year to coincide with the open enrollment deadline. There are no penalties for withdrawing from the program, but services will continue through the annual subscription with no refunds for mid-year withdrawal. Libraries may choose to join again at a later date during the annual open enrollment period.

15. What happens if my library decides not to participate any longer?

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16. My library has pre-paid for OCLC services for the current fiscal year, will I have to double pay?

Libraries that have existing agreements with OCLC for online cataloging or ILL services and have pre-paid for those services, will receive a credit for a pro-rated amount of their pre-payment.